

# Washington County

## Job Description



<b>Title:</b>	HCP Biologist/Recreation Specialist	<b>Code:</b>	
<b>Division:</b>	Operations	<b>Effective Date:</b>	05/09
<b>Department:</b>	Habitat Conservation	<b>Last Revised:</b>	06/09

### GENERAL PURPOSE

Performs a variety of **professional and technical duties** related to the implementation of county-wide Habitat Conservation Program in compliance with the Endangered Species Act. Performs biological studies and analysis.

### SUPERVISION RECEIVED

Works under the general supervision of the HCP Administrator.

### SUPERVISION EXERCISED

May supervise the volunteers as directed by the HCP Administrator.

### ESSENTIAL FUNCTIONS

Conducts desert tortoise surveys and removals in coordination with Utah Division of Wildlife Resources (UDWR) and US Fish and Wildlife Service (USFWS).

Coordinates and accomplishes desert tortoise translocations in cooperation with UDWR.

Monitors and manages all Temporary Care Facility (TCF) activity for the desert tortoise; maintains the documentation and tracking system of tortoise filing, numbering and blood testing in close association with the HCP Field Technician.

Monitors tortoise and other sensitive species in Washington County in association with UDWR.

Works closely with HCP Administrator on land issues affecting the Reserve including acquisitions and exchanges; works on boundary changes in association with the Administrator.

Works with Field Technician managing RCDD fence contracts as well as fence/gate maintenance and repair.

Coordinates with law enforcement agencies as needed to assure the monitoring of the Reserve is occurring; participates in quarterly law enforcement meetings; monitors violation activity and helps develop preventative measures; works with participating cities in the development of ordinances for protection of the Reserve.

Ensures all utility projects conducted within the Reserve conform to the requirements of the Utility Development Protocol manual; provides tortoise awareness training and education to contractors and utility department personnel working in the Reserve.

Works closely with agency partners at the Federal, State, and local levels in the management of the Incidental Take Permit and ensures that the Take Permit and Certificate of Registration are renewed as required.

Ensures compliance with requirements for land development and utility actions in take areas outside the Reserve.

Monitors the collection of impact fees from participating municipalities.

Works closely with the Administrator on Reserve management actions including budget development; functions as Acting Administrator when directed.

Maintains a thorough understanding of contents of the Habitat Conservation Plan, the Public Use Plan, and the Utility Development Protocols; is familiar with the Desert Tortoise Recovery Plan.

Coordinates the activities of the Technical Committee (TC) and serves as a member of that committee providing input as required; provides information to the Habitat Conservation Advisory Committee when requested.

Provides input to the HCP quarterly and annual reports as well as other written input required by the Administrator; reviews and comments on technical and environmental documents affecting the Reserve.

Participates in scientific efforts to prevent fires in the Reserve; works with partners to facilitate rehabilitation of burned habitat in the Reserve.

Serves as resource advisor to fire suppression activities related to desert tortoise protective measures in the Reserve.

Participates in the HCP recreation management efforts by working closely with BLM on trail management, signage, kiosk content and trail map development; works with Northern Arizona University on human impact monitoring of trails; works with the volunteer coordinator on trail steward training and management. Works with Snow Canyon State Park managers to coordinate recreation activities; works with partners on the management of Confluence Park.

Works with the HCP Outreach Coordinator to implement the Public Use Plan (PUP) through promoting a positive atmosphere with government agencies, communities, user groups, and the general public.

Attends and participates in professional and scientific conferences and workshops related to the Reserve.

Performs related duties as required.

#### MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from college with a bachelor's degree in wildlife conservation, management biology, ecology or related field;

AND

B. Three (3) years of experience related to wildlife conservation management, biology or related field;

OR

C. An equivalent combination of education and experience.

2. Required Knowledge, Skills, and Abilities:

**Considerable knowledge of** applied wildlife management practices and procedures across a spectrum of environmental topics including legal environment associated with wildlife and endangered species issues; legal processes affecting the enforcement of endangered species regulations; operation of personal computer and various software applications for word processing (WordPerfect), spread sheets, data base management and desk top publications.

**Some knowledge of** general accounting and bookkeeping procedures and practices.

**Ability to** maintain record keeping system; work with the public and develop effective working relationships; communicate effectively, verbally and in writing; conduct public meetings; performs detailed analysis using statistics, etc.

3. Special Qualifications:

None.

4. Work Environment:

Incumbent of the position performs generally in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Frequent travel required in the normal course of job performance. Mental application utilizes memory for details, emotional stability, discriminating thinking and creative problem solving.

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**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description. Date: \_\_\_\_\_  
(Employee)